

# Whistleblower Policy Document: Communication and Training Format

## 1. Purpose

This policy establishes guidelines for communicating and training staff regarding the Whistleblower Policy, ensuring that all employees understand their rights and responsibilities relating to reporting concerns or violations.

## 2. Scope

This document applies to all employees, contractors, and stakeholders involved with the organization.

## 3. Communication

- Policy Accessibility:** The policy will be published on the organization's intranet and included in the Employee Handbook.
- Awareness Emails:** Regular reminder emails will be sent to all staff regarding the existence and details of the Whistleblower Policy.
- Posters and Notices:** Summaries or notices about the policy will be displayed in common areas.

## 4. Training Format

- Initial Induction:** All new employees will receive mandatory training on the Whistleblower Policy as part of their induction.
- Annual Refresher Training:** All employees must complete yearly refresher training sessions (in-person or online).
- Training Content Includes:**
  - Definition and purpose of whistleblowing
  - Protected disclosures and reporting mechanisms
  - Confidentiality and non-retaliation assurances
  - Procedures for reporting concerns

## 5. Record Keeping

Records of communication and training completion will be maintained by the HR Department for audit and compliance purposes.

## 6. Review

This policy and related communication/training methods will be reviewed annually and updated as needed.

### Important Notes

- Confidentiality for whistleblowers must always be respected.
- Retaliation against whistleblowers is strictly prohibited.
- Training should be customized for different employee roles if needed.
- All employees should know how and where to report concerns confidently.
- Document and track all training and communications for compliance.

